



**A Publication of the  
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS,  
HYDROLOGISTS AND SOIL SCIENTISTS**

**Volume 1, No. 2**

**October, 2000**

**Governor Thompson Reappoints Board Members**

Governor Tommy Thompson reappointed Joan Underwood (Plymouth) to the Professional Geologists Section and Patrick McGuire (Plymouth) to the Professional Soil Scientists Section of the Examining Board of Professional Geologists, Hydrologists and Soil Scientists. Their 4-year terms will expire July 1, 2004.

Joan Underwood is a Senior Hydrogeologist and Patrick McGuire is a Senior Scientist employed by Earth Tech.

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HYDROLOGISTS AND SOIL SCIENTISTS**

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**New Credential Holder Query**

Be sure to check out the Department's new online credential holder query feature on the Internet. You will find it at <http://www.drl.state.wi.us>.

By accessing this site you will be able to verify whether an individual or business entity holds or has held a license in any of the professions regulated by the Department.

**Current Licensing Statistics**

The number of active licensees as of September 15, 2000, is:

Professional Geologists	971
Professional Hydrologists	172
Professional Soil Scientists	179
Geology Firms	13
Hydrology Firms	1
Soil Science Firms	0

**Incomplete Applications**

The three sections of the Examining Board of Professional Geologists, Hydrologists and Soil Scientists have reviewed over 600 applications for licensure or applications to take the examination leading to licensure. Unfortunately, 194 applications were denied or approval was withheld because they were deficient in one or more areas.

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Applicants whose applications were denied or withheld experienced the inconvenience of incurring	

unnecessary expenditures of time and money, if they elected to present their case at a Section Class 1 hearing. Many times the documents and exhibits presented at hearings indicated enough experience in qualifying engagements to warrant approval. Had the applicants clearly and adequately described their engagement duties and responsibilities in their original applications they could have avoided delays and additional effort.

In reviewing applications each section of the Board compares the qualifications included in the application with the requirements listed in Chapter 470 of the statutes along with the administrative rules. Applicants are strongly advised to consult these sources for guidance in preparing applications and describing experience.

To assure that your application is acceptable: (1) Describe your engagements in sufficiently clear and definitive terms so the 3 sections can recognize and evaluate the tasks and responsibilities included in your work experience. (2) Claim between-semester professional related engagements only if you were enrolled as part of a formal co-op program and noted as such on your transcript of grades. (3) Avoid using acronyms and professional jargon in describing your engagements. (4) Claim only one year's experience if simultaneous or overlapping engagements make up the year's experience. (5) Prorate qualifying time earned in part-time engagements to a 40-hour week, i.e., one month at 20 hours per week earns half a month's credit. Time over 40 hours per week, however, does not increase the engagement's value of computing time. (6) Indicate full-time or part-time, including the number of hours spent weekly in each engagement. Help the Section help you reach your goal of licensure.

#### Examination Information

Applicants applying for the principles and practice examination must contact Continental Testing Services (CTS) at 800-717-1201 to obtain the examination packet. The scheduling form and fee must be submitted to CTS. The eligibility application, the fee and all supporting documents must be submitted to the Board office by the examination deadline. All first-time applicants sitting in Wisconsin must complete an eligibility application. The Board sections have been receiving requests to sit for the exam without the proper application materials. Failure to submit the required application materials will mean that you will not be permitted to sit for the examination.

#### All Applicants

Do not request the application for a credential until you have met the requirements for licensure. The forms are routinely updated and fees are changed. Requesting an application too soon may cause you to submit an outdated application packet which also may mean a delay in processing your application for a credential.

Please do not use outdated forms, as they will be returned to you for correction.

#### Denied Applications

Individuals whose applications have been denied because they did not meet the requirements for education have the opportunity to provide more information about their employment and experience. Rules for professional geologist licensure under section GHSS 2.03 (1) (b), Wis. Admin. Code; for professional hydrologist licensure under section GHSS 3.06 (1) (b), Wis. Admin. Code; or, professional soil scientist licensure under section GHSS 4.06 (1) (b), Wis. Admin. Code, permit the respective section to waive an educational requirement specified in sub GHSS 2.03(1) (a), sub GHSS 3.06 (1) (a), or sub GHSS 4.06 (1) (a), if an applicant for licensure has professional experience in excess of 5 years that demonstrates to the satisfaction of the section that the experience is substantially equivalent to a bachelors degree with course credits in geology; hydrology or water resources or soil science of a variety in nature sufficient to constitute a geology, hydrology or water resources or soil science major from a college or university approved by the respective section. The applicant would have to also pass the examination requirements. Individuals who may wish to reapply may contact the section office at (608) 266-5511, Extension 42.

#### Administrative Rules Issues:

Final Adoption of Clearinghouse Rule 00-064 (to be published in October 2000 and effective November 2000)

The Board adopted the amendments that relate to the experience requirements needed before sitting for the fundamentals examination for professional hydrology and soil science, and clarity of the current rules. The required experience was reduced from five to four years.

In addition, the Board removed language containing a reference to an "examination on the elements of practice essential to the public safety or welfare."

#### Proposed Administrative Rules

The Board is considering creating rules authorizing it to form an administrative rules committee and require continuing education as a requirement for renewal. This process would take at least nine months. During this time, the public will have opportunities to comment on the rules.

The proposed rules would consist of two sections. The first section would permit the board to approve and adopt rules proposed by any section of the board. The second section would define the composition of a rules committee and provide that the rules committee shall act for the board in rulemaking proceedings, except for final rule adoption.

Current rules for the Board do not contain continuing education requirements that a person must satisfy to be

eligible to renew a license issued by each section of the board. The board would create rules upon the advice of each appropriate section, relating to the topics for continuing education and the approval process.

The proposed rules would consist of two sections. The first section would identify the continuing education requirements for renewal and the consequences of untimely renewal of a license. The second section would identify the process for approval of courses, approval of educational providers, and procedures for certifying completion of the continuing education requirements.

### **Division of Enforcement**

A critically important component of the role played by the Department of Regulation and Licensing (DORL) in overseeing professions subject to licensure and regulation is the Division of Enforcement (DOE), headed by Administrator Jack Temby.

The DOE is a large division comprised of attorneys, investigators and support staff. Their primary mission is to conduct investigations of complaints received by the department concerning the conduct of persons holding professional credentials or licenses issued by the department. In the most recently-completed biennium more than 4,400 complaints were received and processed by the division. When appropriate, complaints are resolved through mediation. However, if it appears there has been a violation of the laws enforced by the boards or department, formal disciplinary action may be commenced against the credential holder involved.

There are four distinct phases of the case handling process. They are as follows:

**Intake Stage:** This is the first stage in the case handling process. Cases are screened by screening panels to determine if an investigation is warranted. Cases that do not warrant investigation are quickly closed. Cases that appear to have merit are identified for investigative action.

**Investigation Stage:** This is the next stage in the case handling process. Investigative staff gather necessary evidence and make contacts with witnesses as needed. The results of the investigation are discussed with a case advisor and a department attorney. Cases that do not warrant professional discipline are closed. Cases with violations proceed to the next stage for legal action.

**Legal Action Stage:** In this stage, department prosecuting attorneys, in conjunction with case advisors, review the results of the investigation and pursue disciplinary action when appropriate. Cases may be resolved by means of stipulated agreements, informal settlement conferences or letters of concern.

**Hearing Stage:** This is the last stage in the case handling process. This is a formal legal process. The

department attorney litigates the case before an administrative law judge. The law judge makes a proposed decision which is reviewed by the licensing board. If a violation is found, discipline may be imposed. Disciplinary alternatives include a reprimand, limitation, suspension and revocation.

To file a complaint, you may contact the Division of Enforcement by calling (608) 266-7482 or (608) 266-3736, write the Department of Regulation and Licensing, Division of Enforcement, P.O. Box 8935, Madison, WI 53708-8935, or go to the Department's Web site listed on page 6.

### **Professional Geologist Section News**

#### **Section Meeting Dates in 2001**

February 21, June 20, October 24

All meetings are held at 1400 East Washington Avenue, Madison WI. Meetings are open to the public. Meeting dates are subject to change.

#### **Examination Dates for 2001**

<u>Exam Date</u>	<u>Deadline for Applications</u>
March 16, 2001	January 16, 2001
September 14, 2001	July 14, 2001

#### **Board Members Attend Conferences**

Joan Underwood, chair attended the spring 2000 Council of Examiners meeting as the Wisconsin representative. The session was held in Kansas City and lasted for three days.

Thomas Evans will be representing the section at the annual ASBOG meeting, October 9-15, 2000, in Atlanta, Georgia. Mr. Evans will be participating in the examination workshop and the general session for conducting business. He will report on the conference in the next digest.

### **Professional Hydrologists Section News**

#### **Section Meeting Dates**

2000: September 26, November 21

2001: January 23, May 22, September 25

All meetings are held at 1400 East Washington Avenue, Madison WI. Meetings are open to the public. Meeting dates are subject to change.

#### **Examination Dates for 2001**

<u>Exam Date</u>	<u>Deadline for Applications</u>
January 26, 2001	November 26, 2000
July 27, 2001	May 27, 2001

#### **Hydrology Examinations Development**

At the 1999 annual meeting in San Francisco, representatives from Wisconsin presented information about Wisconsin's professional hydrologist licensing process. Robert Karnauskas, AIH member and Vice-Chair of the Professional Hydrologist Section of the Wisconsin Examining Board of Professional Geologists, Hydrologists and Soil Scientists, presented information on the development and implementation of licensing regulations. Mr. Karnauskas reported that a

total of 244 applications were received under the grandfather period, ending on December 31, 1998, from applicants with a wide range of technical backgrounds. The educational background and experience necessary for licensure, as defined by the Professional Hydrologist Section, resulted in an application approval rate of 58%.

Darwin Tichenor, Licensing Examination Specialist for the Wisconsin Department of Regulation and Licensing, presented information on the process used in developing the hydrology licensing examinations, and conducted question-writing workshops at the annual meeting. Mr. Tichenor also overviewed the agreement between Wisconsin and AIH for development of the examinations, and the eventual plans for AIH to assume responsibility for future examination development and coordination of the administration of the examinations.

The first forms of the examinations have been developed and two forms (the fundamentals of hydrology and the surface water practice) were administered in Wisconsin for the first time in January, 2000. In order to be licensed in Wisconsin, all applicants must pass the fundamentals examination and either the groundwater or surface water practice examination.

Hopefully, during the next year, representatives from AIH and Wisconsin will proceed with the implementation of the transfer of the examinations to AIH. Specific steps to be followed by AIH must be agreed to and the general time frames for the transition must be determined. In addition to the administrative steps for transferring the examinations, AIH members will be asked to contribute questions to the question banks for the examinations

### **Professional Soil Scientist Section News**

#### Section Meeting Dates

2000: October 31, December 12

2001: February 27, June 26, October 23

All meetings are held at 1400 East Washington Avenue, Madison WI. Meetings are open to the public. Meetings are subject to change.

#### Examination Dates for 2001

<u>Exam Date</u>	<u>Deadline for Applications</u>
March 24, 2001	January 24, 2001
October 6, 2001	August 6, 2001

#### Report on the Board Member Workshop

Wayne Lindgren attended the Board Member Workshop, conducted by the Department of Regulation and Licensing at Madison on July 13-14, 2000. Speakers addressed a variety of subjects, some of which included ethics and public relations. Mr. Lindgren felt that the most interesting sessions featured a newspaper reporter and a panel discussion which included a state senator and 2 members of the Wisconsin Assembly, explaining how the legislative

system works. The workshop was well planned and useful for new and continuing Board members.

#### Council on Soil Science Examiners

If you are planning to become a professional soil scientist in Wisconsin, you will need to pass two exams.

The Council of Soil Science Examiners (CSSE) is a national group of soil scientists responsible for identifying what professional soil scientists need to know and preparing exams for use by certification and licensing organizations. The Professional Soil Scientist Section of the Wisconsin Examining Board of Professional Geologists, Hydrologists and Soil Scientists (GHSS), through the Wisconsin Department of Regulation and Licensing, uses the exams of the Council of Soil Science Examiners.

Jerry Tyler, section member, represents Wisconsin on the 31-member Council. Darwin Tichenor, Licensing Examination Specialist with the Department of Regulation and Licensing, and Jerry Tyler attended the June, 2000, meeting. The group spent 3 days reviewing and editing the "needs-to-know" document and prepared and edited questions for the practice exam. All exam preparation follows principles of testing and covers only materials in the "needs-to-know" list.

The fundamentals exam tests basic knowledge of soil science. The "needs-to-know" list and fundamental exam preparation materials are provided by the Soil Science Society of America Web site at: [www.sssa.org](http://www.sssa.org). The practice exam, tests the ability of a person with 5 years of experience, to apply fundamentals to real world situations.

A member of the Soil Science Section will be a member of the CSSE as long as the Council's exams are used for the licensing process.

#### Informational Brochure

The Professional Soil Scientist Section has prepared a 3 1/2" x 8 1/2" tri-fold informational brochure. It's contents are reproduced below for the convenience of licensees.

#### Occupation Title: Soil Scientist

##### DESCRIPTION:

In order to engage or offer to engage in the practice of professional soil science you must be licensed. Professional Soil Scientists protect the health, safety and welfare of the citizenry of Wisconsin. Licensees are expected to apply professional conduct while practicing within their area of expertise consistent with their education, training and experience.

In Wisconsin, the practice of professional soil science means the performance or offering to perform any service or work related to soil science in which the public health, safety, welfare or environment is involved. It also includes the collection of soil data, consultation, investigation, evaluation,

interpretation, planning or inspection relating to a service or work that applies to soil science.

#### CRITERIA:

In order to become a licensed professional soil scientist, applicants must meet education and experience requirements, as well as successfully complete both a fundamentals exam and a principles and practice exam.

1. **EDUCATION:** An applicant must have a bachelor's degree in soil science or a bachelor's degree with a soil science major, granted by a college or university accredited by an accrediting agency acceptable to the Professional Soil Science Section, as specified in Chapter 470, Stats., and chapter GHSS 4, Wis. Admin. Code.

The applicant must have at least 30 semester hours or 45 quarter hours of course credits in soil science, including not less than 15 semester hours or 23 quarter hours in at least 3 of the following areas:

- (a) soil biology,
- (b) soil chemistry,
- (c) soil classification, morphology and mapping,
- (d) soil conservation and management,
- (e) soil fertility,
- (f) soil physics.

2. **EXPERIENCE:** The following persons may satisfy the experience requirement:

- (a) A person having at least 5 years of professional experience in soil science work of a character satisfactory to the section and that demonstrates that the applicant is qualified to assume responsible charge of soil science work.
- (b) A person having at least 2 years of the soil science work required must have been performed under the supervision of a person who is licensed as a professional soil scientist or, for work performed before January 1, 1999, who was registered as a professional geologist in Wisconsin,
- (c) A person who is licensed as a professional soil scientist in another state or territory or possession of the United States or another country that has licensure requirements that are substantially equivalent to Wisconsin, or
- (d) Any other person who the section determines is qualified to have responsible charge of soil science work.

3. **EXAMINATIONS:** Eligibility for the fundamentals exam is based on education requirements. Eligibility for the principles and practice exam is based on experience requirements

- (a) To be eligible for the fundamentals examination:
  - an applicant must be of not less than second semester senior standing in a Soil Science or Soil Science Major B.S. program, or
  - have completed at least 24 semester hours or 36 quarter hours of course credits in soil science in a program meeting the requirements of GHSS 4.04, Wis. Admin. Code, or
  - have at least 5 years of experience that is determined by the Section to be equivalent to the requirements of GHSS 4.04, Wis. Admin. Code.
- (b) To be eligible for the principles and practice examination:

- an applicant must have a bachelor's degree with course credits in soil science from a major college or university approved by the Section and have at least 4 years of professional experience, or
- at least 3 years of experience and has one or more advanced degrees relevant to the practice of soil science, or
- has 5 years of experience in addition to the experience indicated in #2 above.

#### STAGES IN DETERMINATION PROCESS:

- (a) Complete the education and/or experience required to sit for the examinations, as indicated above.
- (b) Contact Continental Testing Services (CTS) for examination and application materials.
- (c) Pass the examinations that are required.
- (d) Apply for licensure.
- (e) A credential or notice of denial will be mailed upon final review by the Professional Soil Scientist Section.

**DETERMINATION PERIOD** The section is required to review an original completed application for a credential within 60 business days after having been received. An application is considered complete when all materials necessary to make a determination on the application and all requested materials have been received.

**PEOPLE CREDENTIALLED IN OTHER STATES:** Applicants may be granted a credential upon review by board members of evidence of education and experience, and a current credential from another state. Contact the Department for information and application materials.

**PEOPLE TRAINED OUTSIDE THE UNITED STATES:** Contact the Department for information.

#### COMMON DENIAL REASONS:

Failure to meet the experience or education requirements under GHSS 4.03 or GHSS 4.04, Wis. Admin. Code.

#### OTHER INFORMATION:

Continental Testing Services  
P.O. Box 0100  
547 S. LaGrange Road  
LaGrange, IL 60525-0100  
Telephone: 1-800-717-1201

#### INITIAL FEES:

Initial Credential: \$44.00  
Fundamentals of Soil Science Exam: \$173.00  
Principles & Practice of Soil Science Exam: \$173.00  
Both Exams: \$284  
Reciprocity Registration: \$44.00 (includes initial credential fee)

#### RENEWAL REQUIREMENTS:

Renewal: \$44.00 due by July 31 of even-numbered years

#### DEPARTMENT CONTACT:

Bureau of Business & Design Professions  
Department of Regulation and Licensing  
1400 E. Washington Avenue – Room 281  
PO BOX 8935  
Madison, WI 53708-8935  
Telephone: (608) 266-5511, Extension 42

Department of Regulation and Licensing  
Examining Board of Professional Geologists,  
Hydrologists and Soil Scientists  
P.O. Box 8935  
Madison, WI 53708-8935

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# REGULATORY DIGEST

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## Telephone Directory

The Division of Business Licensure & Regulation has a menu telephone system which is designed to more efficiently direct the caller to the appropriate section. The telephone number for staff is:

**(608) 266-5511**

After dialing this number you are asked to press various extensions. For the following requests, please press numbers as noted:

<b>Applications Forms</b>	<b>Press 11</b>
<b>Complaints Against Licensees</b>	<b>Press 12</b>
<b>Application Processing &amp; Requirements</b>	<b>Press 42</b>
<b>Whether A Person is Licensed</b>	<b>Press 442</b>
<b>FAX:</b>	<b>608-267-3816</b>

## Visit the Department's Web Site

[www.drl.state.wi.us](http://www.drl.state.wi.us)

For our new "Online Verification of Credential Holders" click on the "Credential Holder Query" button. Copies of the Regulatory Digest are on the Web. Send comments to [dorl@drl.state.wi.us](mailto:dorl@drl.state.wi.us)

## Wisconsin Statutes and Code

Copies of the Wisconsin Statutes and Administrative Code Relating to the Regulation of Professional Geologists, Hydrologists and Soil Scientists can be ordered from the Department. Include your name, address, county and a check payable to the Department of Regulation and Licensing in the amount of \$5.28 per booklet. The latest edition is dated January, 2000.

## Change of Name or Address?

Please photocopy the mailing label of this digest, make changes in name or address, and return it to the Department. Confirmation of changes is not automatically provided.

**SECTION 440.11, STATS., ALLOWS FOR A \$50 PENALTY TO BE IMPOSED WHEN CHANGES ARE NOT REPORTED WITHIN 30 DAYS.**

## Subscription Service

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